



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

OPENING DATE: March 27, 2009
CLOSING DATE: Open-Continuous

Announcement No. 09-2599-013

PARTNERSHIP SPECIALIST GG-0301-7/9

Salary Range: *Grade 7: \$38,117-\$54,171
*Grade 9: \$46,625-\$66,260
*Grade 11: \$56,411-\$80,162

This Bulletin has been revised (4/3/09) to include Grade 11 information.

*Salary will be adjusted in accordance with "Locality Pay Tables" by each location.
Visit Office of Personnel Website (OPM) for salary tables: <http://opm.gov/oca/09tables/>

NOTE: Bulletin will remain open until positions are filled. It will be open a minimum of 10 days.
Qualified applicants will be referred to selecting officials as requested.

NUMBER OF POSITIONS: Few

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A appointment with a Not-to-Exceed date of 6/30/2010. It may be extended beyond 6/30/2010 if agency needs arise.

AREA OF CONSIDERATION: Chicago Region, Local Census Offices
(Located in the State of Indiana).

MULTIPLE DUTY STATION LOCATIONS. Applicants will be considered for vacancies within specific geographic boundaries of the Local Census Office.

Anderson, IN - Bloomington, IN - Evansville, IN
Lafayette, IN - Fort Wayne, IN - Gary, IN
South Bend, IN - Indianapolis, IN Marion County, IN

WHO MAY APPLY: All U.S. Citizens residing in the State of Indiana.

• Applicants must submit an OF-306 with the application. Please visit OPM website:
http://www.opm.gov/forms/pdf_fill/of0306.pdf

DUTIES: The incumbent of this position serves as a Partnership Specialist. The Partnership Specialist is responsible for developing partnerships with state, local, and

tribal governments; community-based organizations, faith-based groups; schools; media outlets; businesses; and other grassroots entities in communities within the regional office area. The Partnership Specialist also provides support to census field operations such as Recruitment, Be Counted, Questionnaire Assistance Centers, Non-Response Follow-Up, and others. The Partnership Specialist will work under the supervision of a Partnership Coordinator. The incumbent will conduct research, analyze the regional office area, and assist in the development of the regional plan for the PDS Program for the census. This plan will follow the goals and objectives, overall strategies, and major activities provided by headquarters staff as well as adhere to the budget allocations for the regional office for the planning and implementation of the program. Automobile and frequent travel required.

QUALIFICATIONS:

1. Applicants must be 18 or older to be hired for the 2010 Census.
2. Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience and or education indicated below.

GG-0301-07: Applicants must have the experience or education indicated below or a combination.

You must have one year of specialized experience equivalent to the grade 05 level in the Federal service. Specialized experience is work experience explaining nontechnical information or providing on-the-job training on regulations, policies, or procedures to others or at briefings, meetings, conferences, or hearings **OR** work experience in providing instructions or coaching others in athletic, leisure, or community activities, helping customers, clients, or members of the public who were hostile or upset, handling customer complaints or providing instructions to customers or the public either in writing or by telephone. **OR**

EDUCATION: Bachelor's degree in any area with Superior Academic Achievement **OR** one full year of graduate education directly related to the position that provided the applicant with the knowledge of speech communication; broadcast journalism; print journalism; creative writing; public administration; advertising; composition; mass communication or mass media; public relations techniques; or radio, television, and film production.

GG-0301-09: Applicants must have the experience or education indicated below or a combination.

You must have one year of specialized experience equivalent to the grade 07 level in the Federal service. Specialized experience is work experience applying communication principles, methods, techniques for the development of campaigns **OR** work experience in editing technical material for targeted audience **OR** work experience interacting and dealing with the public including media, state, and local government officials, community, businesses, and organization program officers. **OR**

EDUCATION: Two full years of graduate education or master's degree directly related to the position that provided knowledge of broadcast journalism; print journalism; creative writing; public administration; advertising; composition; mass communication or mass media; public relations techniques; or radio, television, and film production.

GG-0301-11: Applicants must have the experience or education indicated below or a combination. You must have one year of specialized experience equivalent to the grade 09 level in the Federal service. Specialized experience is work experience applying analytical techniques and interpersonal relations in dealing effectively with targeted audience; and analyzing the views and opinions from organizations and developing recommendations for stimulating interest in activities. OR

EDUCATION: Three full years of graduate education or the Ph.D., directly related to the position that provided the knowledge of speech communication; broadcast journalism; creative writing; public administration; advertising; mass communication or mass media; public relations techniques; or radio, television, and film production. You may qualify for a position based on your education, experience, or a combination of both. If qualifying based on education, you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours.

Applicants selected for position will be required to supply original transcripts.

Payment of relocation expenses is **not** authorized.

EVALUATION CRITERIA: Applicants must provide information demonstrating they have the knowledge and experience listed in the Evaluation Criteria. This information must be addressed in the statements for Evaluation Criteria listed below and returned with your application packet. (See the attached sheet with the Evaluation Criteria questions)

You may qualify for a position based on your education, experience, or a combination of both.

For further information on this vacancy you may contact, Jodi Wysocki at 312-454-2716.

HOW TO APPLY: (Please Follow the 3 steps outlined below)

STEP 1: Each applicant must submit any of the following:

- A. Optional Application for Federal Employment, OF-612
- B. A resume for this position listing your duties and accomplishments relating to the job for which you are applying
- C. SF-171, Application for Federal Employment (this form is obsolete but may be used)

If applying for multiple grades each applicant must complete and submit a separate and complete application packet for each grade level. For example, if an applicant wishes to be considered at all grade levels 7, 9 and 11, they would submit THREE separate and complete application packets indicating on the paperwork which grade each application is for.

Additionally, the following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).

- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

Individuals with a disability may request reasonable accommodations by calling (312) 454-2700.

Step 2: Submit an application package/s. If you are submitting an OF-612, you may visit the OPM web site to download the form:

http://www.opm.gov/forms/pdf_fill/of612.pdf. Include your completed OF-306 as indicated on page one of this bulletin. http://www.opm.gov/forms/pdf_fill/of0306.pdf

Step 3:

Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. To be considered, applicants must submit a separate individual statement addressing each **Evaluation Criteria** statement. **These questions must be completed and submitted along with the application.**

(See attached sheet with the Evaluation Criteria questions.)

Send all complete application information to: (facsimile and e:mail applications will not be accepted):

Bureau of the Census
Chicago Regional Census Center
500 W Madison, Suite 1600
Chicago, IL 60661
ATTN: Jodi Wysocki – Human Resource Specialist

CONDITIONS OF EMPLOYMENT:

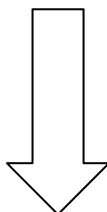
Payment of relocation expenses IS NOT authorized.

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).
- If selected, male applicants born after 12/31/1959 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices, or from the U.S. Office of Personnel Management.

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Census Bureau does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other nonmerit factor.

SCROLL DOWN TO FIND (3) EVALUATION CRITERIA QUESTIONS



EVALUATION CRITERIA STATEMENT FOR PARTNERSHIP SPECIALIST	
<p>Candidates will be evaluated on the extent and quality of their experience education and accomplishments as related to the following elements. To be considered, applicants must answer the below questions addressing each area.</p> <p>Use additional paper for longer answers.</p>	<p>Applicants are required to complete the following:</p> <p>In the space below, write your experience that supports your answer. In addition to listing your experience, you must include the employer's name, the title of the position, and the dates of employment.</p> <p>**RETURN WITH YOUR APPLICATION**</p>
<p>1. Experience in planning, implementing, and evaluating the goals and objectives of a nationwide and/or regional outreach and promotional program</p>	
<p>2. Experience in developing and nurturing productive partnerships, for the purpose of gaining cooperation and support, with state, local, and tribal governments; community-based organizations; faith-based groups; schools; media outlets; and businesses</p>	
<p>3. Experience in writing and developing speeches, presentations, and workshops; delivering speeches, presentations, and workshops; and organizing and conducting meetings and events, all for the purpose of gaining cooperation and support and initiating action.</p>	